

Communication/Mass Media Internship
COMM/MM 4379.010
Angelo State University Fall 2019

Instructor: Dr. Herman Howard, Professor of Communication,

Phone: 325-486-6081

Email: herman.howard@angelo.edu

Class Hours: Arranged

Textbook: No text is required

This is an ASU CONNECT! Course, **STUDENTS** gain enhanced learning by exploring and applying course materials in a hands-on, real world community context.

CONNECT! Program Level Outcome –Community Engagement

Connecting Learning and Engagement – Provides evidence of substantive community engagement experiences, clearly articulates what she/he has learned as a result of engaging with these communities, and the relevance of that learning.

Community Action and Reflection – Demonstrates ability and commitment to complex or multiple community actions; accompanied by reflective insights or analysis about the aims and accomplishments of one's action.

Description of Course

Students gain on-the-job experience by working in industry. Limited to advanced students majoring in Communication/Mass Media. Participants are selected on the basis of written applications submitted to the department head one semester in advance. Prerequisite: Advanced standing.

Student Learning Outcomes

1. Acquire knowledge (terminology, classifications, methods, trends) in the communication media industry.
2. Apply communication and mass media curriculum in an active professional setting.
3. Demonstrate civic knowledge and responsibility by planning and/or producing

Course Policies

ATTENDANCE: Attendance will be taken in this course. Students are expected to attend all scheduled class meetings for the entire class period (early departures count as absences).

Absence 1= letter grade deduction.

Absence 2= receive an "F" in the class.

NOTE: The instructor reserves the right to excuse certain absences for students who have official university documentation. All other excuses are NOT open to discussion.

Course Requirements

1. Completion of the Internship Contract & Student Activity Release Form
2. Completion of 100 hours (minimum) of supervised work in the organization.
3. Initial Report, that includes a brief description of the facility, list of programs offered by the agency, list of all learning objectives (including those listed on the syllabus and those agree upon by the agency supervisor and university supervisor), and a list of anticipated duties and responsibilities.
4. Completion of Weekly Internship Reports that includes a general description of the intern's activities since the last report, a narrative describing the connection between these activities and each of the stated learning outcomes, and a self-assessment of professional development accomplished to date.
5. Complete a final comprehensive reflection at the end of the internship. This paper should be a 2-5 page, double spaced report that describes what you did, what you learned and how you will apply it to your future career goals. These reports will not be shared with the organization and should be candid.
6. Submit samples of work done during the internship.

All course documents will be submitted electronically through the university learning management system:
<https://blackboard.angelo.edu/>

Grades

Each professional supervisor is asked to submit a written evaluation of the student at the end of the semester. This form is in the internship packet and should be given to your professional supervisor to complete and mail to your department faculty supervisor at this address:

Dr. Herman Howard
Department of Communication and Mass Media
ASU Station # 10895
San Angelo, TX 76909-0895

The faculty supervisor reviews all reports and production work and assigns the final grade.
-Assignments are due on the date and at the time assigned. Late work WILL NOT be accepted. Computer or printer problems do *not* constitute an excuse for late or incomplete work.

ASSIGNMENT/GRADE POLICY

Students will earn a grade a letter grade based on the following:

Applied Experience: 90%
Internship Evaluation: 10%

TOTAL: 100%

A=90 and above
B=80-89
C=70-79
D=60-69
F=59 and below

HONOR CODE POLICY: Violations of academic integrity are *very serious* matters and are clearly documented in the ASU Student Handbook. The work a student submits in a class is expected to be the *student's own work and must be work completed for that particular class and assignment*. Plagiarism means intentionally or knowingly representing the words or ideas of another as one's own. This may include your own previous work. Plagiarism includes quoting or paraphrasing from other sources without acknowledging/citing the source of your information or presenting quoted material as your own words. You must be *very clear* about attribution of sources and you must know *how* to cite sources in a paper. Please see full Honor Code Policy at http://www.angelo.edu/forms/pdf/Honor_Code.pdf

ADA STATEMENT: Request for accommodations may be reviewed on a case-by-case basis, taking into account the essential elements of the academic course and/or the degree being sought. To the extent practical, the faculty and administration will make reasonable accommodations to assist qualified individuals with disabilities meet their degree requirements, consistent with the applicable provisions of Texas statutes and the Regents' RULES AND REGULATIONS. If you wish to have special accommodations made for your studies, please contact the Student Life Office, Room 112 University Center, (325) 942-2191. URL: http://www.angelo.edu/services/student_life/policystatement.html

GRADE APPEAL PROCEDURES: As stated in Angelo State University Operating Policy and Procedure (OP 10.03 Student Grade Grievances), a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see Operating Procedure 10.03 at http://www.angelo.edu/opmanual/docs/Section_10_Academic_Policies-Students/OP_10.03_Grade_Grievance.doc.

STUDENT HANDBOOK: The current student handbook is found on the ASU web site under 'publications' <http://www.angelo.edu/content/files/17187-20122013-student-handbook-for-web>

A. Mutual Benefits of University-Community Partnerships

University-community partnerships foster a vital link between the university and the community. It also offers unique benefits to all stakeholders.

- COMMUNITY PARTNERS utilize the disciplinary and scholarly expertise of both students and faculty/staff alike to better meet community needs.
- FACULTY and STAFF discover excellent opportunities to engage in community-based teaching, service, scholarly, and professional activity.
- STUDENTS gain enhanced learning by exploring and applying course materials in a hands-on, real world community context.
- THE UNIVERSITY gains enhanced opportunities to recruit and retain a more diverse population of college students and strengthen community relationships.
- THE ENTIRE COMMUNITY is enhanced and brought closer together by sharing talents and resources to address numerous opportunities and challenges.

INTERNSHIP CONTRACT

COMMUNICATION & MASS MEDIA 4379

The internship program provides an off-campus job experience for which the student receives academic credit. The goal of an internship is to give the student supervised practical application of classroom theory and instruction. To receive three hours of academic credit, the student will work a minimum of 100 hours according to a schedule agreed upon by the professional supervisor and the student and submit reports and papers as prescribed by the instructor. The duties assigned the student will parallel as closely as possible those of the full-time professional.

If the internship arrangement becomes unsatisfactory, the student may be withdrawn after discussion between the ASU faculty supervisor and the professional supervisor. If the intern withdraws or drops the course for other reasons, university policy on withdrawals will apply in determining procedures followed.

At the end of the semester, the professional supervisor will evaluate the intern on the appropriate form. The faculty supervisor will determine the grade based on the professional evaluation and other departmental criteria.

Indicate acceptance of the above agreement by signing and returning this form to the ASU Department of Communication and Mass Media.

Professional supervisor (printed name) _____

Professional supervisor's signature _

Organization _____ Date _____

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STUDENT INTERN (printed name) _____

Student intern's signature _

Semester _____ Campus ID # _____

Email address: _____

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Faculty Supervisor _____ Date _____

Department Head _____ Date _____

The Internship Program

Instructions

Attached to these instructions is a contract for the internship, the professional supervisor's evaluation and the weekly internship report forms.

Please fill out your portion of the contract and take it to your professional supervisor to have him/her sign it. Return it to your faculty supervisor. This form must also be signed by the department head. After all have signed, one copy will be returned to you and you will be responsible for returning one copy to the professional supervisor. This paperwork must be completed before you register for the class.

General Procedures

1. In order to participate in an internship, students should be juniors or seniors in good standing with the university, hold a 3.0 GPA on all major coursework, a 2.75 overall GPA, and have completed all coursework required for internship prior to beginning the internship. If all these conditions are not met, the student may appeal to the internship committee through the instructor for special permission. The decision of the internship committee is final.
2. Students may not use full-time or part-time jobs as internships.
3. Students may receive no more than six hours of credit for interning – three hours for Communication 4379 and three hours for Mass Media 4379.
4. Students who take six hours of interning must have two different internships.
5. Students will write papers and have conferences as required by the faculty supervisor.
6. Students are advised to talk with the internship faculty supervisor the semester prior to one in which they plan to intern to determine sustainability of internships.
7. Students will intern 100 hours for three hours of credit.
8. Students may obtain internships through their own contacts, through the internship placements notices on the bulletin boards located on the Library 3rd floor hallways, or on the Communication, and Mass Media website at http://www.angelo.edu/dept/communication-mass-media/student_employment.php

Weekly Internship Report

For Week Ending _____

Student's Name _

Supervisor's Name _

Organization _____

Hours Worked: Sunday _____ Monday _____ Tuesday _____

Wednesday _____ Thursday _____ Friday _____ Saturday _____

Summarize your thoughts regarding your internship this week. Include duties you have performed, facts, and procedures you have learned, skills you have mastered, and observations you have made.

Student's Signature _____

Date _____